

CHAPTER 1. GENERAL

1-1.PURPOSE. To provide the Director of Multifamily Housing (MHD) and other HUD staff basic procedures in processing projects with mortgage insurance from Preapplication stage to the issuance of Firm Commitment. This handbook should be used in conjunction with other handbooks detailing specific instructions for applicable HUD programs.

1-2. OBJECTIVES.

- Identify the primary staff and their responsibilities.
- Identify the required documents and forms and provide instructions for addressing issues requiring special attention.
- Achieve speedy competent reviews and smooth processing.

1-3. ADMINISTRATIVE OFFICES.

A.Field Offices. Persons interested in HUD programs should contact their nearest local Field Office.

B.HUD Headquarters. Matters within the purview of Headquarters should be addressed to: Director, Office of Insured Multifamily Housing Development, Department of Housing and Urban Development, 451 Seventh Street S.W., Washington, D.C. 20410.

1-4.SELECTION OF HUD PROGRAMS. HUD programs will be more fully explained to sponsors at the preliminary meeting with the HUD Field Office (FO). The Office will provide assistance in selecting the specific program that appears best suited to the project. If the proposal is obviously ineligible for any of HUD's programs, the sponsor will be so advised before any substantial effort is expended. On the other hand, if the proposal appears to meet the objectives of one of our programs, the FO personnel will assist the sponsor in preparing an application for project analysis.

1-5.WAIVERS. Provisions of the law or regulation cannot be waived. Statutory and regulatory provisions are noted by the initials "S" or "R" in the margin.

A.Waivers to a handbook provision may be justified in limited cases. Any handbook waivers granted by the MHD must be fully documented.

B.Headquarters will not entertain any requests for waivers or appeals to FO conclusions, unless the FO with jurisdiction has first acted upon the waiver request or appeal.